

SENIOR EXECUTIVE ASSISTANT-COUNTY EXECUTIVE

Y219  
Exempt  
JG XVI  
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the administration of the executive branch of Erie County Government. The incumbent acts as an advisor to the County Executive on pertinent matters, as assigned, and represents the County Executive at a variety of public and private meetings and conferences. This is a high level administrative position responsible for researching, preparing and coordinating administrative programs and recommending new and revised administrative practices. The incumbent reports directly to the County Executive or Deputy County Executive and exercises independent judgment on administrative matters. Supervision is exercised over a number of administrative and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Depending upon individual assignment, the incumbent performs the following activities:

Maintains liaison with department heads coordinating the activities of all operating units to achieve maximum efficiency and economy;  
Functions as an office manager in the County Executive's office;  
Prepares reports dealing with the internal affairs or internal operations of County government;  
Works with citizens and advisory groups concerned with improving County government;  
Prepares replies for County Executive's mail involving complaints or requests for information;  
Prepares budget for executive branch of County government;  
Functions in an advisory capacity to the County Executive on matters related to County sewer districts, towns, villages, legislature, etc.;  
Assists the County Executive in the formulation of policy related to the management of special projects;  
Prepares detailed reports on status of current or future projects;  
Attends meetings of local public or private agencies as County Executive's representative;  
Attends meetings of the State legislature and/or its committees and maintains personal contact with legislators staff;  
Attends meetings of State and national groups such as the New York State Association of Counties and the National Association of County Officials;  
Confers with County department heads to determine the need for appropriate legislation;  
Prepares legislative memoranda on issues impacted on County government;  
Maintains records of legislation introduced at the specific request of County government;  
Prepares information material for release to the media to support County positions.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of public administration and procedures related to supervision in County government; thorough knowledge of fiscal, accounting and financial affairs, practices and procedures of local government; thorough knowledge of County Charter, codes, local laws, and ordinances; good knowledge of functions of the State legislature and executive branch; good knowledge of the needs and problems of various County agencies; good knowledge of the current literature, recent developments and sources of information available pertaining to Federal and State legislation effecting County government; ability to express oneself clearly and precisely both orally and in writing; ability to establish and maintain good public relations and effective communication; tact; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six (6) years of administrative or management experience, at least two (2) years of which were in a governmental agency.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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